



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

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| <u>Date:</u> January 22, 2018 | <u>Interviewer:</u> Mallory Sullivan | RFA #18 – 07 |
| <u>Name of Person(s) Requesting Assistance:</u> [REDACTED] Student) | | |
| <u>Contact Numbers (telephone, e-mail, etc.):</u> | | |
| <u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student | | |
| <u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Sexual Assault by a non-WWU person, occurring off campus. | | |
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To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

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| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

| Time Line | | |
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| Date | Item | Comments |
| 1/22/2018 | Prof. [REDACTED] stop by EO | Message with Lafayette Baker that a student disclosed a sexual assault to her earlier in the day. LB informed Prof. [REDACTED] that MS will follow-up shortly. |
| 1/22/2018 | MS call to Prof. [REDACTED] | Left message requesting return call. |
| 1/22/2018 | MS email to Prof. [REDACTED] | Requesting return call. |
| 1/22/2018 | Prof. [REDACTED] call to MS | Prof. [REDACTED] shared that student [REDACTED] had spoken with her that morning and disclosed that she had been sexually assaulted the night before and used the term, "raped," by someone she considers to be a close friend. According to Prof. [REDACTED], the student's main concern was that she did not want to have to go talk with each teacher to explain that she would be away from the university for a few days (likely returning Thursday). Prof. [REDACTED] says she reminded the student of support services on campus and told her that she does not need to reach out to all of her professors. Prof. [REDACTED] told the student |

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| | | that EO would be contacting her and Prof. [REDACTED] thought the student seemed open to EO reaching out. MS told Prof. [REDACTED] that she would send information for her to email to the student, and reached out to the student as well. For Prof. [REDACTED] class, there are no assignments due during the time the student would be away and no upcoming exams. |
| 1/22/2018 | MS email to Prof. [REDACTED] | Information and resources to send to the student. |
| 1/22/2018 | MS call to [REDACTED] | [REDACTED] was on the bus and could not sure information, but wanted to hear information. MS explained reporting options (BPD/UP/EO), CASAS, collection of evidence and the SANE kit (importance of proximity of time), and the impartial role of the EO office. MS asked if she wanted this information in an email and the student said that she did. [REDACTED] expressed she would be aware from classes until Thursday (1/25), MS gathered information about her classes and agreed to contact the professors [REDACTED], and [REDACTED] and let them know. |
| 1/22/2018 | MS call to Prof. [REDACTED] | Left message requesting return call. |
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| 1/22/2018 | MS call to Prof. [REDACTED] | Left message requesting return call. |
| 1/22/2018 | MS sent email to [REDACTED] | Information and resources, including yellow card information and "assistance for students" graphic. |
| 1/23/2018 | Prof. [REDACTED] call to MS | MS informed the student is involved in an EO issue and will be away from campus until Thursday (1/25). MS requested flexibility and that the student's grade not be penalized. Prof. [REDACTED] explained that canvas will show she missed a point for participation because that is how she keeps attendance, but the missed point will not be factored into the student's grade. Provided information about the in class assignment on Thursday for MS to relay to the student. |
| 1/24/2018 | Prof. [REDACTED] call to MS | MS informed the student is involved in an EO issue and will be away from campus until Thursday (1/25). MS requested flexibility and that the student's grade not be penalized. Prof. [REDACTED] shared there is no grade attached to attendance in her class, although there is a policy of only missing two days – yesterday's absence will not be counted toward one of those two. Prof. [REDACTED] shared the assignments are posted on canvas and the student should not be impacted in her class academically by the absence. Provided information about class assignments for MS to relay to the student. |
| 1/24/2018 | MS call to [REDACTED] | Update on conversations with professors, passing on information about assignments to be ready for tomorrow, and inquiring if she is feeling ready to return tomorrow. She says she is not feeling ready to return and instead will return on 1/29. MS said she could inform her professors. The student said she thought about lightening her class load this quarter to help deal with this issue. MS explained that is certainly an option and EO can help assist if she has concerns about her transcript, but that we can also provide support to help her be successful if she does not want to drop a class. She said she will think about it. MS inquired if she wanted to meet with EO when she returns. She said that the sexual assault happened off campus with a non-Western person. MS said that would limit the University's ability to hold the person accountable, but would not limit the university in providing support to her – including that |

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| | | CASAS have assist with off campus reporting options if she would like. She said she will think about it and is interested in contacting CASAS. MS said she could give CASAS her info to reach out. She agreed. |
| 1/24/2018 | MS call to CASAS (Michelle Langstraat) | Passed on student's contact info for outreach. |
| 1/24/2018 | MS email to Prof. [REDACTED] | Informing the student discussed earlier will return on Monday (1/30) and requesting call if there is any additional information the student should know given this. |
| 1/24/2018 | MS email to Prof. [REDACTED] | Informing the student discussed earlier will return on Monday (1/30) and requesting call if there is any additional information the student should know given this. |
| 1/24/2018 | MS call to Prof. [REDACTED] (returned call, left message, returned call) | MS informed the student is involved in an EO issue and will be away from campus until Monday (1/30), MS requested flexibility and that the student's grade not be penalized. [REDACTED] is currently out of town and the students have online assignments so this should not be a problem. He is willing to be flexible about the due date on the current assignments. |
| 1/30/2018 | MS email to [REDACTED] | Checking in and inquiring if there is any additional assistance needed. No response. |
| | | ** End of RFA 18-07 ** |
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